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# General Information

Grade 12 Diploma Examinations Program

1985-86 School Year

This bulletin contains general information about the Grade 12 Diploma Examinations Program for the 1985/86 school year. Please bring the contents of this bulletin to the attention of your staff members.

DISTRIBUTION: Superintendents of Schools • School Principals, Counsellors, and Teachers • The Alberta Teachers' Association • Alberta School Trustees' Association • Alberta Education • General Public Upon Request

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## Student Evaluation

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**Alberta**  
EDUCATION  
Published August 1985

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## **1. Introduction**

All Grade 12 students in Alberta are required to write at least ONE diploma examination to receive a high school diploma. The Grade 12 Diploma Examinations Program, which is an integral part of the high school diploma requirements, is intended to develop and maintain excellence in educational standards through certification of academic achievement.

The Diploma Examinations Program consists of examinations in selected Grade 12 courses: English 30, English 33, Social Studies 30, Mathematics 30, Biology 30, Chemistry 30, and Physics 30.

## **2. High School Diploma Course and Credit Requirements**

### **2.1 Grade 12 Courses**

To obtain credit in a Grade 12 (30-level) course, a student must earn a final mark of 50% or better. To obtain credit in a Grade 12 (30-level) diploma examination course, a student must write the appropriate diploma examination and attain a final blended mark of 50% or better. The "final blended mark" is made up of 50% of the mark awarded by the school and 50% of the diploma examination mark. For example, a student taking Chemistry 30 who receives a mark of 45% from the school and scores a mark of 57% on the diploma examination will receive a final blended mark of 51%. That student will therefore earn credits in Chemistry 30 because the final mark received is over 50%.

### **2.2 Awarding of Course Credits in English 30 and English 33**

To obtain credits for English 30 or English 33, a student must write both parts A and B of the examination in one regularly scheduled sitting. For example, a student cannot write Part A of English 30 in January and Part B of English 30 in June. If a student misses one part, both parts of the examination must be written at the next regularly scheduled sitting.

### **2.3 Transitional Provisions**

Alberta Education will recognize all course credits earned prior to September 1, 1983 for the purpose of awarding the General High School Diploma. A student who has completed partial requirements for the Advanced High School Diploma prior to September 1, 1983 and who is enrolled in Grade 12 courses during the 1985/86 school year, may apply any of the previously completed required diploma examination courses toward a diploma, provided that the student has earned a final course mark of 50% or better in each subject. If a student has completed a diploma examination course prior to September 1, 1983 and wishes to write the diploma examination, the examination will count for 100% of the final mark.

## 2.4 Requirements for High School Diplomas

- \* These requirements are subject to the specifications found in the *Junior-Senior High School Handbook, 1985/86.*
- \*\* Must qualify for a General High School Diploma

### GENERAL HIGH SCHOOL DIPLOMA

#### Requirements \*

100 Credits including:

- English 10 or 13
- Social Studies 10
- Mathematics 10 or 13 or 15
- Science 11 or Biology 10 or Chemistry 10 or Physics 10
- Physical Education 10
- English 30 or English 33



123 456 789  
Number  
John H. Baum  
Minister  
G. R. Belliveau  
Director, Student Records

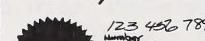
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### ADVANCED HIGH SCHOOL DIPLOMA

#### Requirements \*\*

The qualifications for the General High School Diploma plus:

- English 30
- Social Studies 30
- Mathematics 30
- Biology 30 or Chemistry 30 or Physics 30



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Director, Student Records

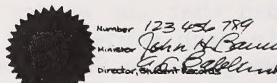
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### ADVANCED HIGH SCHOOL DIPLOMA

#### Award of Excellence

#### Requirements

Must qualify for Advanced High School Diploma with an average of 80 % or higher and not less than 65 % in any one of the four required diploma examination courses.



123 456 789  
Number  
John H. Baum  
Minister  
G. R. Belliveau  
Director, Student Records

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### 3. The Grade 12 Diploma Examinations

#### 3.1 Format of the Diploma Examinations

The Grade 12 diploma examinations, examination blueprints, and scoring guides are based on the provincially prescribed *Program of Studies for Senior High Schools*. All questions and assignments are developed according to curriculum specifications for each diploma examination course. These specifications are distributed to senior high schools by the Curriculum Branch. Bulletins containing descriptions of each diploma examination, its format, and the subject matter to be examined are also distributed in the fall of each school year by the Student Evaluation Branch.

#### 3.2 Eligibility Criteria

Students enrolled in approved Alberta high schools who have completed a Grade 12 diploma examination course are eligible to write the diploma examination in that course.

#### 3.3 Registering to Write Diploma Examinations in January or June

High School Students. Students enrolled in Grade 12 diploma examination courses at approved Alberta high schools need not apply to write diploma examinations in those courses. Their candidacy is confirmed by their high school principals on the examination registration checklist forms issued by the Student Records and Computer Services Branch.

Alberta Correspondence School Students. Students enrolled in Grade 12 diploma examination courses at the Alberta Correspondence School must apply to the Alberta Correspondence School to write the diploma examinations. On the application form provided by Alberta Education, these students must also indicate their choice of writing centre (any approved high school). In Edmonton or Calgary, Alberta Correspondence School students must write diploma examinations at special writing centres designated by Alberta Education.

### 3.4 Provisions for Mature Students

For the 1986 Diploma Examinations Program, a "mature student" is one who meets one of the following requirements as of September 1, 1985:

- a. has a valid Alberta high school diploma
- b. is 20 years old or older
- c. is 19 years old, provided that after having reached the age of 18 years, the student left school and remained out of school for at least eight consecutive months.

Mature students may write any diploma examination for 100% of the final mark without having taken formal instruction in the course.

If a mature student enrols in a diploma examination course at an approved Alberta high school, the final course mark will be either a blended one or, if the school-awarded course mark is equal to or less than the diploma examination mark, the final mark will be the examination mark only.

Mature students must apply to the Student Evaluation Branch to write diploma examinations in January or June. At the time of application, mature students who choose to write diploma examinations outside Edmonton or Calgary must indicate their choice of writing centre (any approved high school). In Edmonton and Calgary, mature students must write diploma examinations at special writing centres designated by Alberta Education.

NOTE: Application forms may be obtained from any senior high school, from Regional Offices of Alberta Education, or from the Student Evaluation Branch. No application is necessary for the August writing.

### 3.5 Special Circumstances

Students who have physical disabilities may be granted one or more of the following special provisions for writing the diploma examinations:

a) the services of a scribe, b) examinations in large-print or braille, and c) additional writing time.

The school principal must submit written application for such special provisions to the Special Cases Committee of Alberta Education. Each application must be substantiated wherever possible by copies of student records, medical certificates, or other relevant documentation. This application must be forwarded as far in advance of the writing date as possible. Requests for examinations in large-print or braille must be received AT LEAST 90 DAYS in advance of the writing date.

When serious illness, accident, or bereavement in the immediate family prevent the student from writing on the scheduled date, the student may apply through the school principal for special consideration by the Special Cases Committee of Alberta Education. Medical documentation, when available, must be submitted with the application.

### 3.6 French Translations

French translations of the diploma examinations in Social Studies 30, Mathematics 30, Chemistry 30, Biology 30, and Physics 30 are available UPON REQUEST. Students who wish to write the French translation of a diploma examination should inform their high school principal prior to the deadlines established for each examination registration. The principal must note this request on the registration checklist. An Alberta Correspondence School student or a mature student who wishes to write the French translation of a diploma examination should indicate this preference on the application form.

### 3.7 Security of the Diploma Examinations

All of the January and June USED examination booklets and answer sheets with student responses on them must be returned for marking. Examination booklets and answer sheets USED by students are confidential and secured. UNUSED examination booklets and answer sheets are to be left in the school. USED Readings and Questions booklets for English 30 Part B and English 33 Part B should remain in the school. The principal shall ensure that sufficient booklets are kept on file and made available to teachers and students upon request.

THE AUGUST 1986 EXAMINATIONS ARE FULLY SECURED. THEREFORE ALL EXAMINATION MATERIALS, USED AND UNUSED, MUST BE RETURNED TO ALBERTA EDUCATION. NO COPIES OF ANY AUGUST EXAMINATION MAY BE RETAINED IN ANY FORM.

### 3.8 Administration Dates and Places

The January and June examinations are administered in all approved senior high schools that offer Grade 12 diploma examination courses; the August examinations are administered in writing centres designated by the Student Evaluation Branch of Alberta Education.

## Grade 12 Diploma Examinations Schedule, 1986

### January 1986

Wednesday, January 15	Tuesday, January 28	Wednesday, January 29	Thursday, January 30
9:00 - 11:30 am	9:00 - 11:30 am	9:00 - 11:30 am	9:00 - 11:30 am
Eng. 30 - Part A*	Soc. Studies 30	Chemistry 30	Mathematics 30
Eng. 33 - Part A*	.....	.....	.....
	1:00 - 3:00 pm	1:00 - 3:30 pm	1:00 - 3:30 pm
	Eng. 30 - Part B	Biology 30	Physics 30
	Eng. 33 - Part B	.....	.....

### June 1986

Wednesday, June 11	Tuesday, June 24	Wednesday, June 25	Thursday, June 26
9:00 - 11:30 am	9:00 - 11:30 am	9:00 - 11:30 am	9:00 - 11:30 am
Eng. 30 - Part A*	Soc. Studies 30	Chemistry 30	Mathematics 30
Eng. 33 - Part A*	.....	.....	.....
	1:00 - 3:00 pm	1:00 - 3:30 pm	1:00 - 3:30 pm
	Eng. 30 - Part B	Biology 30	Physics 30
	Eng. 33 - Part B	.....	.....

### August 1986

Monday, August 11	Tuesday, August 12	Wednesday, August 13	Thursday, August 14
9:00 - 11:30 am	9:00 - 11:30 am	9:00 - 11:30 am	9:00 - 11:30 am
Eng. 30 - Part A*	Soc. Studies 30	Biology 30	Physics 30
Eng. 33 - Part A*	.....	.....	.....
1:00 - 3:00 pm	1:00 - 3:30 pm	1:00 - 3:30 pm	.....
Eng. 30 - Part B	Chemistry 30	Mathematics 30	.....
Eng. 33 - Part B	.....	.....	.....

\*\*Part A" denotes the written-response portions of the English examinations.

## August 1986 Diploma Examination Writing Centres

CODE	WRITING CENTRE
2601	Athabasca (Edwin Parr HS)
2301	Barrhead (Lorne Jenken HS)
2950	Bonnyville (Bonnyville Centralized HS)
6740	Brooks (Brooks Composite HS)
9996	Calgary (SAIT G105)
4822	Castor (Gus Wetter HS)
5725	Drumheller (Drumheller Composite HS)
7996	Edmonton (NAIT E102)
2002	Edson (Parkland Composite HS)
2008	Evansburg (Grand Trunk HS)
1869	Fort McMurray (Public School Board Office)
1141	Grande Prairie (Grande Prairie Composite HS)
1703	High Level (High Level Public School)
1606	High Prairie (E. W. Pratt School)
2011	Hinton (Harry Collinge HS)
6466	Lethbridge (Winston Churchill HS)
6850	Medicine Hat (Medicine Hat HS)
1511	Peace River (Peace River HS)
6122	Pincher Creek (Matthew Halton Community School)
4444	Red Deer (Lindsay Thurber HS)
2722	Smoky Lake (H. A. Kostash HS)
3610	Vegreville (Vegreville Composite HS)
5410	Vulcan (County Central HS)
3909	Wainwright (Wainwright HS)
2411	Westlock (Richard F. Staples HS)
3144	Wetaskiwin (Wetaskiwin Composite HS)

### NORTHWEST TERRITORIES

Writing centres will be designated as needed.

Contact: Mr. M. S. Naidoo  
Department of Education  
Yellowknife, Northwest Territories  
873-7441

**NOTE:** Candidates wishing to write a diploma examination in August will not be registered prior to the administration date of each diploma examination. Candidates will register at the time of writing for each examination.

3.9 Significant Dates in the Administration of the Diploma Examinations,  
1985/86

- |                                      |   |
|--------------------------------------|---|
| October 15, 1985                     | <ul style="list-style-type: none"><li>• Deadline for submitting list of eligible markers</li><li>• Deadline for submitting requests for large-print and braille examinations</li></ul>  |
| October 30, 1985                     | <ul style="list-style-type: none"><li>• Alberta Education distributes diploma examination registration checklist and application forms to senior high schools for the January administration</li></ul>  |
| November 15, 1985                    | <ul style="list-style-type: none"><li>• Deadline for returning the diploma examinations registration checklist forms and application forms to the Student Records Branch</li><li>• Deadline for requesting French translations</li><li>• Application deadline for mature students and students wishing to rewrite any examination during the January, 1986 administration</li></ul> |
| December 15, 1985                    | <ul style="list-style-type: none"><li>• Markers are notified of participation in January marking session</li></ul>  |
| January 6, 1986                      | <ul style="list-style-type: none"><li>• Alberta Education forwards diploma examination materials to the central offices of all school jurisdictions</li></ul>   |
| January 9, 1986                      | <ul style="list-style-type: none"><li>• Contact your jurisdiction office if you have not yet received the examinations</li><li>• Contact the Student Evaluation Branch if there are errors or omissions in the shipment</li></ul>   |
| January 15,<br>January 28-30, 1986   | <ul style="list-style-type: none"><li>• The diploma examinations are administered according to the schedule</li></ul>   |
| January 16, 1986                     | <ul style="list-style-type: none"><li>• Return all English 30 Part A and English 33 Part A examination materials completed by student to Alberta Education</li></ul>  |
| January 27, 1986                     | <ul style="list-style-type: none"><li>• School-awarded marks for students registered to write the January diploma examinations are to be mailed or delivered to the Student Records Branch of Alberta Education postmarked no later than 4:00 p.m.</li><li>• Principals will inform all students of their school marks by this date</li></ul>                                       |
| January 27-31,<br>February 5-8, 1986 | <ul style="list-style-type: none"><li>• Marking session for the January administration</li></ul>  |
| January 31, 1986                     | <ul style="list-style-type: none"><li>• Return all examination materials completed by students to Alberta Education</li></ul>   |
| February 17-21, 1986                 | <ul style="list-style-type: none"><li>• Alberta Education distributes diploma examination registration checklist and application forms to senior high schools for the June administration</li></ul>   |

- February 26, 1986
  - Result statements for January administration distributed to students
- March 14, 1986
  - Deadline for returning the registration checklist forms and application forms for the June administration
  - Deadline for submitting requests for large print and braille examinations
- April 15, 1986
  - Markers are notified of participation in June marking session
  - Deadline for requesting French translations
  - Application deadline for mature students and students wishing to rewrite any examination during the June 1986 administration
- May 15, 1986
  - Markers are notified of participation in August marking session
- May 26, 1986
  - Alberta Education forwards diploma examination materials to the central office of all school jurisdictions
- June 4, 1986
  - Contact your jurisdiction office if you have not yet received the examinations
  - Contact the Student Evaluation Branch if there are errors or omissions in the shipment
- June 11,  
June 24-26, 1986
  - The diploma examinations are administered according to the schedule
- June 12, 1986
  - Return all English 30 Part A, and English 33 Part A examination materials completed by students to Alberta Education
- June 23, 1986
  - School-awarded marks for students registered to write the June diploma examinations are to be mailed or delivered to the Student Records Branch of Alberta Education postmarked no later than 4:00 p.m.
  - Principals will inform all students of their school marks by this date
- June 27, 1986
  - Return all examination materials completed by students to Alberta Education
- July 3-12, 1986
  - Marking session for the June administration
- July 22, 1986
  - Result statements for June administration distributed to students
- August 11-14, 1986
  - The diploma examinations are administered according to the schedule
- August 14-16, 1986
  - Marking session for the August administration
- August 26, 1986
  - Result statements for August administration distributed to students

### 3.10 Reporting the Results

Reporting to Students. Students who write Grade 12 diploma examinations receive their results from the Student Evaluation Branch in the form of individual result statements. In 1986, result statements for the three administrations will be mailed to students on February 26, July 22, and August 26.

<b>Alberta</b> EDUCATION		GRADE 12 DIPLOMA EXAMINATION RESULT STATEMENT							
ALBERTA EDUCATION IDENTIFICATION NO.	BIRTHDATE YEAR MONTH DAY		COURSE SCHOOL	COURSE CODE	COURSE NAME	SCHOOL MARK	EXAM MARK	FINAL MARK	
1234-5678-9	68	04	04	1234	3100	English 30	40	60	50
					NSM No school mark received NA Not applicable	NR No examination paper received NW Examination not written INC No final mark calculated			
SCHOOL	DEADLINE FOR REREAD month, day, year								

Reporting to Schools. At the release of result statements to students, each school receives a summary of student marks. Statistical reports on student achievement in each diploma examination course are released as soon after each administration as possible. August examination results are reported only to approved summer schools that offer diploma examination courses.

Reporting to School Jurisdictions. When result statements are released to students, each jurisdiction receives a summary of marks for its students. Statistical reports on jurisdictions are released as soon as possible after each administration.

Reporting to the Public. A provincial report will be released for the January and June administrations in early March and early October.

### 3.11 Recording the Results

High School transcripts are issued by the Student Records and Computer Services Branch. The student must submit a formal request to obtain a high school transcript or to have a transcript forwarded to a post-secondary institution or prospective employer. If the student has repeated a diploma examination course, both the highest final mark and the most recent final mark for that course will appear on the student's transcript.

When a student has completed the course and credit requirements, Alberta Education issues the appropriate high school diploma. Inquiries regarding transcripts or diplomas should be directed to the Student Records and Computer Services Branch.

### 3.12 Appeal Provisions

A student who is dissatisfied with a school-awarded mark may:

- a. appeal to the school principal under the appeal policy set by the local school board, or
- b. repeat the course.

A student who is dissatisfied with a Grade 12 diploma examination mark may:

- a. request in writing to the Student Evaluation Branch of Alberta Education that the examination be rescored, or
- b. rewrite the examination at a later date.

Repeating the Course: A student may repeat the course to obtain a new school mark. In such a case, the most recent examination mark would be brought forward to be blended with the new school mark to create a new final blended mark. These marks are recorded on a new result statement.\*

Rescoring the Examination: A student who decides to have an examination rescored must apply before the deadline date specified on the result statement and pay a \$10.00 fee. If the rescoring results in an increase of 5% or more in the diploma examination mark, the \$10.00 fee will be refunded. THE MARK RESULTING FROM RESCORING WILL BE THE FINAL EXAMINATION MARK. The most recent school mark will be brought forward to be blended with this examination mark and recorded on a new result statement.\*

Rewriting the Examination: A student may rewrite a diploma examination to improve his or her mark at any regularly scheduled sitting. The student must fill out an application form to register to rewrite in January or June. Application forms may be obtained from high schools, from the Regional Offices of Alberta Education, or from the Student Evaluation Branch. There is no fee for rewriting a diploma examination.

A student who chooses to rewrite English 30 or English 33 must write both parts, Part A and Part B. A student cannot write one part at one sitting and the other part at another sitting.

A student who chooses to rewrite a diploma examination will have the most recent school mark brought forward and blended with the new examination mark to create a final blended mark. These marks will be recorded on a new result statement.\*

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\*For further information, refer to "High School Diploma Examination Processing (June 1984)" issued by the Student Records and Computer Services Branch.

### 3.13 Admission to Post-Secondary Institutions

A student who plans to attend a post-secondary institution should consult the institution's calendar regarding admission requirements and plan high school programs accordingly. Application forms for transcripts are available from Alberta Education or from any post-secondary institution. Please note that marks from the January, June, and August administrations will not be available before February 26, July 22, and August 26.

## 4. Procedures for Administration and Marking

### 4.1 Distribution, Administration, and Collection of Examinations

For the January and June writings, each school board is responsible for the distribution, administration, and collection of the diploma examinations within its jurisdiction.

Principals must confirm student registration in diploma examination courses by completing the registration checklist sent to schools in October 1985 and February 1986. This checklist and any completed application forms must be submitted to the Student Records and Computer Services Branch prior to the deadlines established for each examination registration.

The administration of diploma examinations within each school is the direct responsibility of the school principal. Generally, the principal of the school in which the examinations are administered is designated Chief Presiding Examiner. Persons designated Chief Presiding Examiners should acquaint themselves with *Examination Regulation 531/82* of the *School Act* (see Appendix, page 14), which must be strictly observed.

Unless the circumstances are exceptional, a presiding examiner may not be a teacher of the course being supervised. To depart from this rule, a principal must obtain approval from the Director of Student Evaluation Branch.

No notes, papers or books, other than an English dictionary or thesaurus for Part A of both English 30 and English 33, may be brought into the examination room.

Immediately following the administration of the scheduled examinations, the school board is responsible for collecting and forwarding all examination materials to the Student Evaluation Branch. (Further details regarding procedures for returning these materials to the Branch will be issued with delivery of the examinations.) For all private schools, the Regional Offices of Alberta Education assume the responsibilities of school boards.

#### **4.2 Submission of School-Awarded Marks**

School-awarded marks must be sent to the Student Records and Computer Services Branch or in the Regional Offices of Alberta Education postmarked no later than 4:00 p.m. on January 27 and June 23, 1986. Principals must inform all students of their school marks by these dates. School-awarded marks shall be in percentage points rounded to the nearest whole number and shall be entered on the School Marks Checklist.

#### **4.3 Marking of Examinations**

Classroom teachers mark the written-response portions of the examinations. To be eligible to mark, a teacher must have taught the course for two or more years, be currently teaching the course, and have a valid Alberta Permanent Professional Certificate. To be selected as markers, teachers must be recommended to the Student Evaluation Branch by their superintendent. Teachers interested in being recommended as markers should contact their superintendent as early as possible in September.

Superintendents are requested to provide the Student Evaluation Branch with their recommendations for eligible markers for all three marking sessions by October 15, 1985. Teachers selected as markers for the January, July, and August marking sessions will be notified by December 15, April 15, and May 15. It is expected that one teacher will be recommended for every 40 students registered to write English 30, English 33, and Social Studies 30. In each of the other subjects it is expected that one teacher will be recommended for every 100 students registered to write the examinations.

#### **4.4 Marking Dates**

	January 1986 Administration	June 1986 Administration	August 1986 Administration
<b>English 30 (A)</b>	Jan 27 - 31	July 3 - 12	August 14 - 16
<b>English 33 (A)</b>	Jan 27 - 31	July 3 - 10	August 15 - 16
<b>Social Studies 30</b>	Feb 5 - 8	July 7 - 11	August 15 - 16
<b>Biology 30</b>	Feb 6 - 8	July 3 - 5	August 15 - 16
<b>Chemistry 30</b>	Feb 6 - 8	July 3 - 5	August 15 - 16
<b>Mathematics 30</b>	Feb 6 - 8	July 3 - 5	August 15 - 16
<b>Physics 30</b>	Feb 6 - 8	July 3 - 5	August 15 - 16

## Appendix

### Appendix A: SCHOOL ACT - Examination Regulation 531/2

1 In this regulation,

- (a) "board" includes a board of education of a county, a school committee under the *Municipal and School Administration Act* and a person or group approved as a board by the Director;
- (b) "candidate" means a person who writes an examination under this regulation;
- (c) "Director" means the Director of Student Evaluation;
- (d) "examination" means an examination that is approved by the Minister;
- (e) "examination materials" means papers, answer sheets, tapes and any other materials supplied by the Director for the purposes of an examination;
- (f) "examiner" means a person appointed under section 7(1);
- (g) "writing centre" means a school or other facility designated by the Director as a place where examinations will be written.

2(1) The Director may issue a directive in writing with respect to an examination prescribing the following:

- (a) the subject matter of the examination;
- (b) the qualifications required for a person to be a candidate;
- (c) the writing centre, date and time at which the examination will be conducted;
- (d) the date before which an application shall be received by the Director in order for the applicant to be a candidate for the examination;
- (e) the fee, if any, required to be paid by a candidate;
- (f) the place to which appeals and applications may be sent or delivered to the Director.

(2) The Director shall send a copy of the directive to each board and may require a board to conduct the examination.

(3) The Director may waive any time limits imposed in a directive.

3(1) A board shall conduct the examination in accordance with this regulation and the directive.

(2) The principal of a school designated as a writing centre shall be the chief presiding examiner for the examination.

(3) If the principal of a school designated as a writing centre is unable to act or the examination is being held in a building that is not a school, the board shall appoint a chief presiding examiner approved by the Director.

4(1) The chief presiding examiner shall keep all examination materials secure and is responsible for the security, supervision and conduct of the examination.

(2) The chief presiding examiner may appoint 1 or more presiding examiners to administer and supervise the examination.

(3) If the chief presiding examiner appoints as a presiding examiner a teacher who is an employee of the board, that teacher shall act as a presiding examiner.

(4) The chief presiding examiner shall deliver the examination materials to the Director in accordance with the Director's instructions after the examination is concluded.

5(1) A person may apply to be a candidate to write an examination

- (a) in the form approved by the Director, and
- (b) in accordance with the directive in respect of that examination.

- (2) The fee, if any, for the examination shall accompany the application.
- (3) The Director may approve an examination as being one for which no prior application is required from a candidate.
- 6(1) A handicapped candidate may apply to the board to have a scribe appointed by the chief presiding examiner to assist him during the examination.
- (2) A scribe shall not be a relative, teacher or former teacher of the handicapped candidate.
- (3) A scribe shall attend at the writing centre during the examination and assist the handicapped candidate in accordance with the appointment by the chief presiding examiner.
- 7(1) The Director shall appoint 1 or more examiners for each examination to design, prepare, score or rescore the examination or any part of it.
- (2) An examiner shall hold a valid teaching certificate issued under the *Department of Education Act*.
- (3) The Director may appoint 1 or more persons to prepare an evaluation guide to assist teachers in the interpretation of examination results.
- 8(1) Unless he is authorized to do so by the Director, no person, shall
- (a) read an examination paper or answer sheet before an examination commences,
  - (b) copy or otherwise duplicate all or any part of an examination paper or answer sheet,
  - (c) suggest or provide answers to a candidate during an examination, or
  - (d) remove any examination materials from the examination room.
- (2) No person shall
- (a) write or attempt to write an examination under a false or fictitious identity nor knowingly provide false information on an application form,
  - (b) read or attempt to read a candidate's examination paper, answer sheet or any portion of them, during an examination or before they are returned to the Department unless he is appointed as a scribe for that candidate,
  - (c) bring into an examination room any materials or aids that may assist a candidate with the examination, other than materials or aids that are expressly permitted by the Director,
  - (d) communicate or attempt to communicate in any manner with a candidate during the examination unless he is appointed as a scribe for that candidate,
  - (e) tamper with any of the examination materials required in connection with an examination, or
  - (f) enter or leave the examination room without the consent of the presiding examiner.
- (3) Notwithstanding subsection 2(d), the presiding examiner may communicate with a candidate on a matter other than the subject matter of the examination.
- 9 The presiding examiner may evict any person who contravenes section 8 from the examination room.
- 10(1) The chief presiding examiner, at the conclusion of the examination period, shall sign a statement indicating
- (a) that the examination was administered and supervised without incident in accordance with the regulations and the directives of the Director, or
  - (b) that the examination was administered and supervised in accordance with the regulations and the directives of the Director except for noted incidents or special, irregular or unusual circumstances.
- (2) If the chief presiding examiner signs a statement under subsection (1)(b), the Director may
- (a) declare that the examination is invalid in respect of any or all of the candidates and that the relevant answers will not be scored, or

- (b) make any other decision in respect of the examination or a candidate that he considers necessary.
  - (3) The Director shall notify the candidate of his decision under subsection (2) as soon as possible.
  - (4) If a decision is made under subsection (2), a candidate may apply to the Director to have his examination answers scored notwithstanding that the examination has been declared invalid or the answers were not completed by the candidate.
  - (5) An application under subsection (4) shall be made in writing, and delivered to the Director not more than 30 days after the date on which the Director's decision was made.
  - (6) If a decision is made under subsection (2), a candidate to whom that decision applies shall be entitled to be a candidate for any examination on the same subject that is conducted within 18 months following the date on which the decision is made.
- 11(1) A candidate who was evicted from an examination may appeal that eviction in writing to the Director not more than 7 days after the eviction.
- (2) An appeal under subsection (1) shall include a statement as to why the candidate should not have been evicted.
  - (3) The Director, on receiving the appeal under subsection (1) from the chief presiding examiner, may
    - (a) confirm the eviction,
    - (b) uphold the appeal and require the candidate's answer to be scored, or
    - (c) permit the candidate to write another examination in the same subject at a time and place prescribed by the Director.
- 12 Notwithstanding section 10(6), if a candidate contravenes section 8, he shall not write an examination in any subject for a period of not less than 1 year after the date of the contravention unless he is permitted to do so by the Director.
- 13(1) The Director may send a candidate a statement of the results of the scoring of the answer to the examination forthwith after he receives those results from the examiner.
- (2) A candidate may apply to the Director to have his answer to the examination rescored.
  - (3) An application under subsection (2) shall be in writing, accompanied by a fee of \$10 and delivered to the Director no later than the date indicated on the results statement for that particular sitting of the examination.
  - (4) The Director, on receiving the application under subsection (2), shall cause the candidate's answer to be re-evaluated and rescored and shall send the candidate a statement of the results of the re-evaluation and rescored forthwith after he receives the results from the examiner.
  - (5) A re-examination and rescored made under subsection (4) is final.
  - (6) If a candidate has applied for his examination answer to be rescored under this section and the rescored raises his score by 5 or more marks, he may be paid a refund of the fee paid under subsection (3).
- 14(1) The Director may make any decisions necessary to resolve any question, matter or dispute that arises in connection with the administration or supervision of an examination that is not referred to in section 8.
- (2) The Director may waive any time limit imposed by this regulation with respect to a person or class of persons.
- 15(1) The Director may approve a writing centre as a special writing centre.

- (2) The chief presiding examiner for a special writing centre may be paid the following:
- (a) \$50 per 1/2 day if 1 or more candidates report to write the examination;
- (b) \$10 for preparing the examination room and packaging the examination papers.
- (3) A presiding examiner for a special writing centre may be paid the following:
- (a) \$30 per 1/2 day if 1 or more candidates report to write the examination;
- (b) \$15 per 1/2 day if no candidates report to write the examination.
- 16 With the prior approval of the Director, the board shall be paid the actual cost of shipping or delivering examination materials to the Director.
- 17 On the approval of the Director, an examiner shall be paid the following:
- (a) not more than \$10 for the preparation of an examination question accepted by the Minister;
- (b) not more than \$1000 for the preparation of an evaluation guide under section 7(3);
- (c) not more than \$500 for the preparation of a supplement of an evaluation guide;
- (d) \$18 per hour spent designing, scoring or rescoreing examination answers or on other related duties performed by the examiner at the request of the Director;
- (e) in accordance with Schedule 2 Part B of the Committee Remuneration Order (O. C. 1175/80) for attendance at committee meetings for the purpose of planning and developing examinations.
- 18 An examiner shall be paid an allowance pursuant to the Subsistence and Travelling Allowances Regulation (O. C. 293/79) as if he were an employee of the government if he
- (a) designs, scores or rescores examinations at a place other than where he ordinarily resides, or
- (b) is required by the Director to stay temporarily at a place other than that where he ordinarily resides.
- 19 If an examiner is employed by a board as a teacher, his employer may be paid the cost of employing a substitute teacher when the examiner is unable to teach because of his duties as an examiner.
- 20(1) A person shall pay a fee of \$10 for each examination for which he is a candidate in accordance with the directive in respect of that examination.
- (2) The Director may waive the fee required to be paid by a candidate.
- (3) The Director may waive the payment of a fee in respect of an examination.
- 21 The Departmental Examination Regulations (Alta. Reg. 20/76) and the Administration and Supervision of Examination Regulation (Alta. Reg. 200/79) are repealed.

## Appendix B: Alberta Education Contacts

For additional copies of this bulletin and further information contact:

Student Evaluation Branch  
Alberta Education  
Devonian Building, West Tower  
11160 Jasper Avenue  
Edmonton, Alberta T5K 0L2  
Telephone: 427-5433

### Regional Offices of Alberta Education

Grande Prairie	538-5130
Edmonton	427-2952
Red Deer	340-5262
Calgary	297-6353
Lethbridge	381-5243

For inquiries regarding special circumstances contact:

Secretary  
Special Cases Committee  
Alberta Education  
Devonian Building, West Tower  
11160 Jasper Avenue  
Edmonton, Alberta T5K 0L2  
Telephone: 427-5433

For inquiries regarding transcripts or diplomas contact:

Student Records and Computer Services Branch  
Alberta Education  
Devonian Building, West Tower  
11160 Jasper Avenue  
Edmonton, Alberta T5K 0L2  
Telephone: 427-5739

For the purchase of previous diploma examinations contact:

School Book Branch  
Alberta Education  
10410 - 121 Street  
Edmonton, Alberta T5N 1L2  
Telephone: 427-2767

For inquiries regarding course content and curriculum contact:

Curriculum Branch  
Alberta Education  
Devonian Building, West Tower  
11160 Jasper Avenue  
Edmonton, Alberta T5K 0L2  
Telephone: 427-2984



